



Town of Uxbridge
21 S. Main Street
Uxbridge, MA
01569

Tel. 508-278-8600 Fax. 508-278-8605

NOTICE

POSTED: 08/17/17

NOTICE: Part - Time

Monday through Thursday (Minimum 19 hours per week)

Occasional evening hours (2-4/month)

Potential for upgrade to full time status (37.5 hours) 11/01/17

CLASSIFICATION: Assistant to the Town Manager

GRADE: Non Union position

DIVISION: Town Manager

REQUIREMENTS: Per attached job description

WAGE: \$23.33 to \$28.17 per hour DOQ

AVAILABLE: Immediately

APPOINTING AUTHORITY: Town Manager

All interested, qualified candidates should submit a letter of interest, along with a resume, and the names of three professional references to Human Resources, Town of Uxbridge, 21 South Main Street, Uxbridge, MA 01569 or e-mail same to HR@uxbridge-ma.gov. Review of resumes will commence immediately and will continue until a suitable candidate is determined.

Posted: Town Hall, Library, Fire Department, Department of Public Works, Council on Aging, Police Station

The Town of Uxbridge is an Equal Opportunity Employer

JOB TITLE: Assistant to the Town Manager

DATE: 08/17/17

DEPARTMENT: Office of the Town Manager

DIVISION: Town Manager

REPORTS TO: Town Manager

Summary

The Administrative Assistant serves as office administrator and confidential secretary to assist the Town Manager and Board of Selectmen in accomplishing the goals, objectives and functions of the office; responsible routine to complex work includes, but is not limited to; independently maintaining and/or supervising the maintenance of financial records, legal documents, customer service, licensing procedures, and special projects as requested.

This position is classified as confidential by the Labor Relations Division; and as such, the position is prohibited from being in the Union. This position requires having access to a wide variety of department level and town-wide confidential information requiring the appropriate judgment, discretion and professional office protocols. This position is responsible for maintaining and improving the efficiency and effectiveness of all areas placed under his/her direction and control.

This position has thorough knowledge of all departments and municipal operations and the exercise of considerable judgment and initiative; situations not clearly defined by precedent or established are referred to the Town Manager. The position supports various departments and board/committees; including but not limited to Finance Committee, Planning Board, Zoning Board of Appeals, Land Use, Zoning, Conservation and Town Clerk.

Essential Functions

- Receives and screens visitors, incoming mail, telephone calls and responds appropriately in all matters determined not to require the personal attention of the Town Manager
- Schedules appointments, furnishes information and direct/assist residential and non-residential applicants to proper resources
- Maintain records, files and documents for the Town Manager and Selectmen
- Serve as point of communication for all board/commission members and the general public
- Assist the Town Manager with the preparation of budget documents and other various reporting
- Coordinate preparation/draft town meeting warrants, finalization, distribution and postings with the approval of the Town Manager/Board of Selectmen
- Coordinate preparation, publication and set-up for all town meetings
- Coordinates the preparation, publication and distribution of the Town Report.
- Process bills/invoices, cash/check turnovers
- Process weekly payroll
- Researches, assembles, develops, analyzes, evaluates, summaries and makes

recommendations based on the source of data of any nature as requested by the Town Manager

- Investigate complaints, including but not limited to residential, zoning and planning and provide pertinent information to the Town Manager and/or Board of Selectmen, if needed
- Compiles selectmen's meeting agenda packets, including all correspondence and supportive materials; confers with Town Manager/Chair relative to drafting the final agenda, follow-up on agenda items subsequent to meeting as required and participates in the meetings
- Prepare legal notices, agendas, motions, meeting minutes
- Ensure that the Board complies with legal timelines on all actions
- Ensure timely publication of all legal notices
- Provide board members with relevant information on pending business
- Provide timely notice to abutters, pre and post-hearing
- Ensure board members follow with post-meeting obligations
- Coordinate/attend site visits with town officials, as needed
- Attend meetings/seminars/workshops; implementing changes/policies that result from those meetings
- Review and process new/renewal applications, schedules hearings and presents to the Board of Selectmen and appropriate state agencies.
- Update applications forms, as needed
- Coordinates all licenses and permits under the jurisdiction of the Board of Selectmen; collect fees
- Act as CORI certified agent of the Town. Coordinate background checks and screenings of license applicants and Town Employees, as necessary.
- Act as Code Red Administer.
- Coordinate Copysync updates.
- Update Board of Selectmen policies for Board approval, as required.
- Coordinates all "Public Street Layout & Acceptance," under the jurisdiction of the Board of Selectmen as "Road Commissioners". Knowledgeable of Mass General Laws Chapter 82 and town bylaws/regulations; providing assistance and information to attorneys, developers, citizen's, town officials and employees.
- Administers Town Insurance including; Town Property, Casualty, Worker's Compensation, Auto and General Liability. Serves as the contact person between the Town, Insurance Company, Vendors. Submit claims, implement changes.
- Administers Worker's Compensation Claims
- Work with employees on Loss Control Program and coordinate MIIA employee training seminars.
- Provide training to employees
- Review grant opportunities; complete and submit applications
- Work closely with Central Mass Regional Planning Commission on projects and grant opportunities
- Assist in the development of notices, flyers, brochures and other informational material
- Responsible for updating various pages on the town's website
- Maintain/update town's permitting guide

- Maintain/update roster of all town boards/commissions and committee, coordinates appointments, advertise vacancies and coordinate re-appointments
- Supervise and assist various boards/departments; including Land Use, Conservation, Zoning and Building Departments; work includes review/approval of legal notices, drafting decisions
- Coordinate meetings with all permitting agencies, project updates, compile pertinent information
- Support Human Resource Department, draft job descriptions/advertise
- Maintain all Collective Bargaining Contracts
- Maintain personnel records
- Provides support to the Treasurer/Collector's office
- Provides support to the Town Clerk's office, serves as Assistant Town Clerk
- Serves as liaison Block Boundary Project – US Census
- Coordinate Town Hall services as relates to general equipment maintenance, repairs and clean-up projects
- Maintain Town Hall building records, oversee key box
- Research archives as needed
- Performs similar or related work as required, or as the situation dictates

Confidentiality

The employee has regular access on a department-wide basis to confidential information. Confidential information may include employee discipline matters, legal matters, policy concerns, collective bargaining, contract negotiations and bid documents.

Accountability

The consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary losses, missed deadlines and legal repercussions.

Supervision

Works under the general direction of the Town Manager in accordance with the bylaws, rules, regulations and policies and procedures of the town, generally setting own daily work plan choosing among appropriate courses of action to achieve defined objectives and complete assigned tasks on a timely basis. A variety of responsible, confidential and complex duties require a thorough knowledge of department and municipal operations and the exercise of considerable judgment and initiative; situations not clearly defined by precedent or established procedure as referred to the Town Manager.

Supervisory Responsibilities

May direct the work of other clerical staff, full time, seasonal or volunteer's as assigned.

Nature and Purpose of Public Contact

Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts or resolve problems. Other regular contacts include but not limited to citizens, business owners, developer/contractors, attorneys and state officials.

Minimum Qualifications

Education and Experience

- High School graduate
- College graduate preferred; with concentration in applicable field
- One to two years general office experience or any combination of education or experience: Municipal experience preferred
- Knowledge and experience with Microsoft Word, Excel, and Outlook
- Knowledge of municipal software programs and GIS preferred

Knowledge, Ability & Skills

- Requires planning, time management and organizational skills.
- Excellent customer service skills

Tools and Equipment Used

The employee is required to use a personal computer and general office equipment, portable radio, and measuring equipment. The employee is required to operate a Class D motorized vehicle.

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, and walk. The employee must occasionally climb stairs and balance, lift and/or move up to 20 pounds and bend/stoop in conducting field inspections.

Requires manual dexterity in combination with eye-hand coordination for use of general office equipment, radio and measurement equipment.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job.

Office work: Work is performed with some exposure to dust and dirt due to work in at construction sites. It is likely that work is performed with exposure to outside weather extremes (cold or excessive heat), temperature extremes (within a building), loud noise, and fumes/gases.

Field work: Work is performed with some exposure to dust and dirt at construction sites. It is likely that work is performed with exposure to outside weather extremes (cold or excessive heat), loud noise, and fumes/gases.